

CLASS TITLE: ASSISTANT DIRECTOR FOR ADMINISTRATIVE SERVICES

Class Code: 02507100

Pay Grade: 43

EO: A

CLASS DEFINITION:

GENERAL STATEMENT OF DUTIES: To responsible for the development and implementation of a comprehensive administrative services program; to ensure the effective and efficient achievement of departmental policies, goals and objectives; to ensure that resources are utilized in conformance with state and federal laws, rules and regulations; to serve as a liaison with various state and federal departments, local municipalities and groups on matters pertaining to the department's programs; to be responsible for special project development; and to do related work as required.

SUPERVISION RECEIVED: Works under the administrative direction of one or more department directors with wide latitude for the exercise of initiative and independent judgment in developing and executing agency programs and services; work is reviewed through written reports and conferences for proficiency and conformance to departmental policies, rules, regulations, provisions of law and professional standards.

SUPERVISION EXERCISED: Plans, coordinates, supervises and reviews, professional, technical and other staff engaged in program activities.

ILLUSTRATIVE EXAMPLES OF WORK PERFORMED:

To serve in a highly responsible capacity to a director or directors by relieving him/her of certain administrative tasks; to represent a director or directors in contacts with state and federal governmental agencies, local municipalities and groups on matters pertaining to the department's programs; to be responsible for special project development.

To perform responsible administrative and supervisory work assisting a director or directors in planning, coordinating, implementing and controlling a department's various administrative support programs.

To be responsible for developing and maintaining a continuous coordinated effort and liaison with and between the various divisions of the department, other state agencies, the General Assembly, congressional offices and concerned private sector enterprises.

To provide information of a professional nature to state officials, the public media or interested parties in accordance with the established policies of a director or directors;

To be responsible for assisting in the overall administration of the planning, development and implementation of operational functions; or to have the assigned responsibility for assisting in the overall administration of a program of substantially comparable complexity.

To attend meetings and conferences involving federal, state and local officials, professionals and the public; as required, to represent a department or departments at such meetings or conferences.

To apply innovative and emerging methods, technologies and management practices to the operation of the organization and/or programs.

To direct analyses of programs, services, resources and costs and benefits to increase the efficiency and effectiveness of programs.

To be responsible for the development of short and long-term goals and objectives, management plans and operating plans and to oversee their implementation and evaluation.

To assure the programs and services of the division/divisions conform with federal and state laws and other regulations and requirements, and within the overall mission and goals of the department.

To periodically consult or confer with organized labor, civic groups and intra and interagency representatives to assess and recommend changes in programs, services, goals and objectives, as required.

To administer, coordinate and direct the work of a staff engaged in a comprehensive program designed to assure external civil rights compliance in all aspects of a department's federal programs.

To provide effective and informative reports; to prepare communications and communicate regularly with departmental and program staff, and with others as required.

To do related work as required.

REQUIRED QUALIFICATIONS FOR APPOINTMENT:

KNOWLEDGES, SKILLS AND CAPACITIES: A thorough knowledge of the principles, practices and techniques of public administration; a thorough knowledge of operations of the program or service area and the ability to utilize this knowledge in promoting effective and efficient programs and services; a working knowledge of the methods and techniques of administering and enforcing regulatory statutes; a working knowledge of the principles, practices and techniques of civil rights programs and the ability to apply this knowledge to the problems of realizing equal opportunity in a state department's federal programs, a working knowledge of federal and state laws as they relate to equal opportunity; extensive skills in writing and public speaking; the ability to establish and maintain effective working relationships with superiors, subordinates, associates, government officials, and the public; the ability to coordinate the activities of a staff engaged in providing various administrative support services; and related capacities and abilities.

EDUCATION AND EXPERIENCE:

Education: Such as may have been gained through: possession of a Bachelor's Degree in public administration, business administration, or a closely related field; and

Experience: Such as may have been gained through: extensive employment in a highly responsible administrative position involving various administrative support services.

Or, any combination of education and experience that shall be substantially equivalent to the above education and experience.

Class Created: July 26, 2015